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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

DOC	6	REV DATE	3 April 80	BY	025614
ORIG COMP	11	OPI	11	TYPE	30
ORIG CLASS	S	PAGES	2	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	MR 104

No. 46-69

18 November 1969

To: All Training Officers of the Agency

READING IMPROVEMENT

FOR

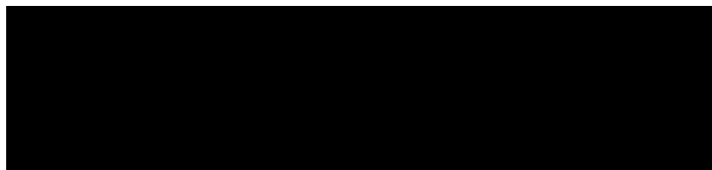
Agency employees whose major duties involve large amounts of reading material.

DATES AND
LOCATION

19 January - 18 February
At Ames Building (Monday and Wednesday)
0830 - 1030 (Room 1216A)

20 January - 19 February
At 1000 North Glebe (Tuesday and Thursday) 0900 - 1100 (Room 401) 25X1A

REGISTRATION



Training at Non-Agency Facility,"
should be submitted as soon as possible to the Senior Training Officer in each Directorate who will determine priorities and forward the appropriate number for each course to TR/ISS/AIR, Room 835, 1000 North Glebe Road by 2 January 1970.

OBJECTIVES

1. To develop a more organized approach to job-related reading. Emphasis is placed on the individual student's improvement of comprehension, reading speed, and recall.
2. To develop techniques of skimming, scanning, and work analysis.

(Over, please)

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GROUP 1
Excluded from automatic
downgrading and declassification



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HOMEWORK

Classes are kept small in order to allow for individual instruction. For maximum effectiveness students are expected to spend at least one hour in practice at home or at work each day.

COST

The cost of approximately \$45 per student is assumed by the sponsoring office. Since the full price is charged after the first session, it is imperative that only those certain to complete the course be selected to attend. Because of the nature of the course, no substitutions can be made after the first day.

ADDITIONAL
INFORMATION

For information on course content, call [REDACTED] on extension [REDACTED]; on registration, call TR/ISS/AIR, extension [REDACTED]

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